Utah State Office of Education

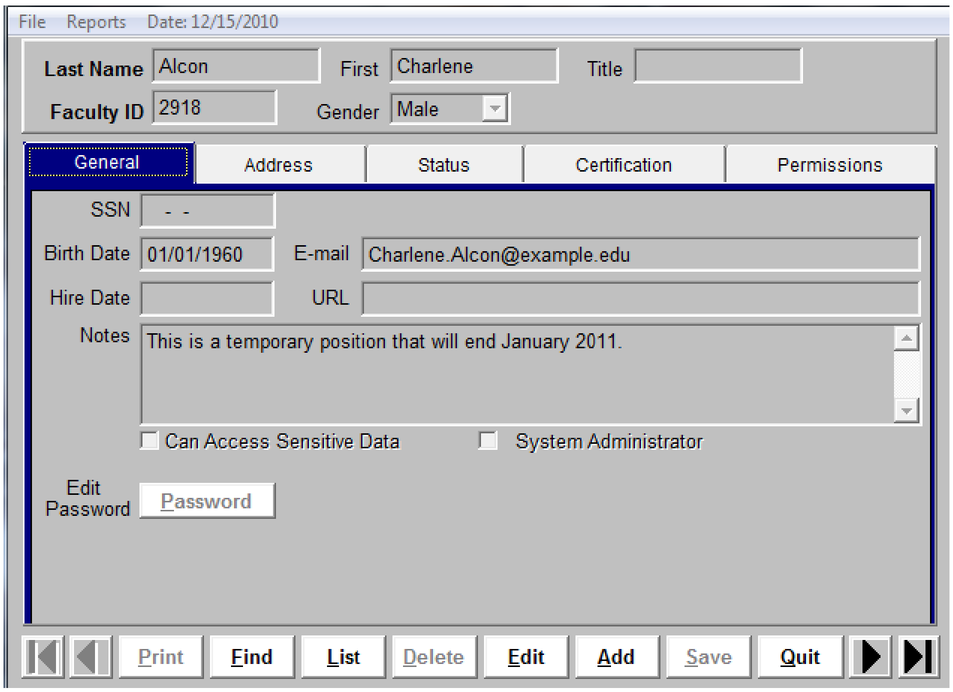
Aspire

Faculty Setup

Faculty Editor Module

You will need to create a faculty record for each user.

To create a faculty record, go to System Module / Faculty Module. The following screen will display.



Faculty members are defined as teachers, administrators, office staff, food service workers, counselors, and any personnel in the school who require access to the ASPIRE SOFTWARE system. The **Faculty Editor** is where basic demographic information, such as name, address, status, contacts, and permissions/passwords is entered and maintained. The faculty database is an integral part of the scheduling process. Therefore, at minimum, all *teachers* must be entered into the system and be assigned to the school year track before any scheduling can take place.

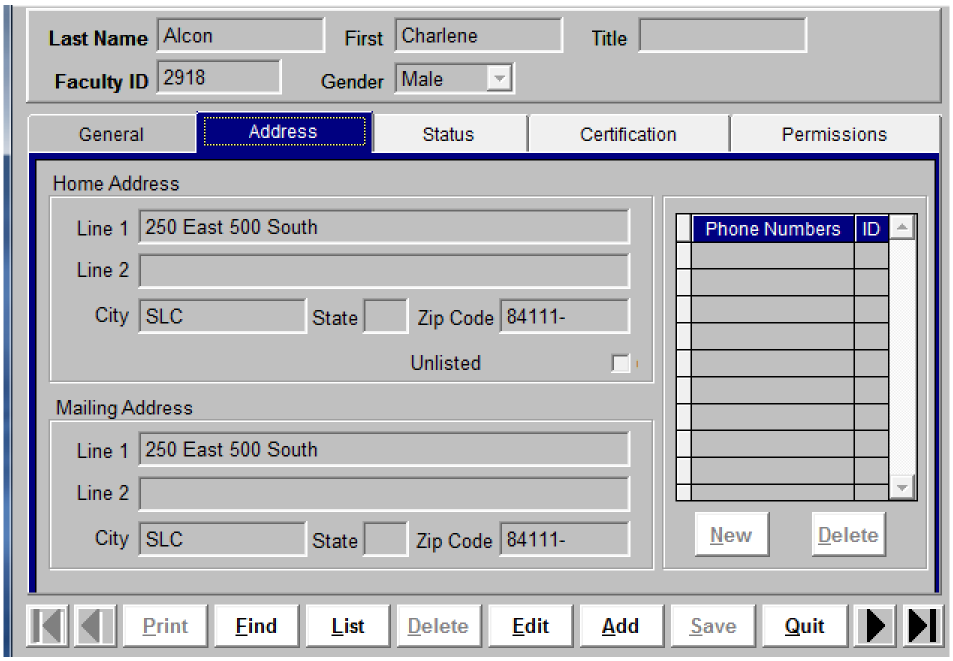
Adding a New Faculty Member

General Tab

- Press **Add.**
- Enter the **Last Name, First Name,** and **Gender.**
- The system will automatically assign a **Faculty ID**.
- At this point Save
- Now Edit and enter data in the other fields as desired.
- If you want the faculty member to be able to send emails, enter that person's **E-mail** address.

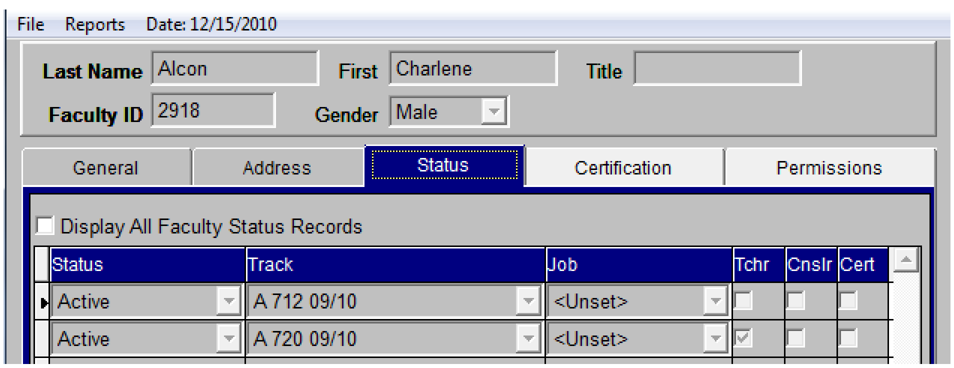
- **URL –** if the faculty member has a personal or UEN web site, enter the URL in this field. This website is for students, contacts to access for assignments, etc.
- **System Administrator –** place a checkmark in this box if the faculty member is a system administrator. There are usually only one or two people who are SYSTEM Administrators. These users have full database access to <u>highly sensitive</u> data.

Address Tab



- Enter address data for the faculty member. Optional

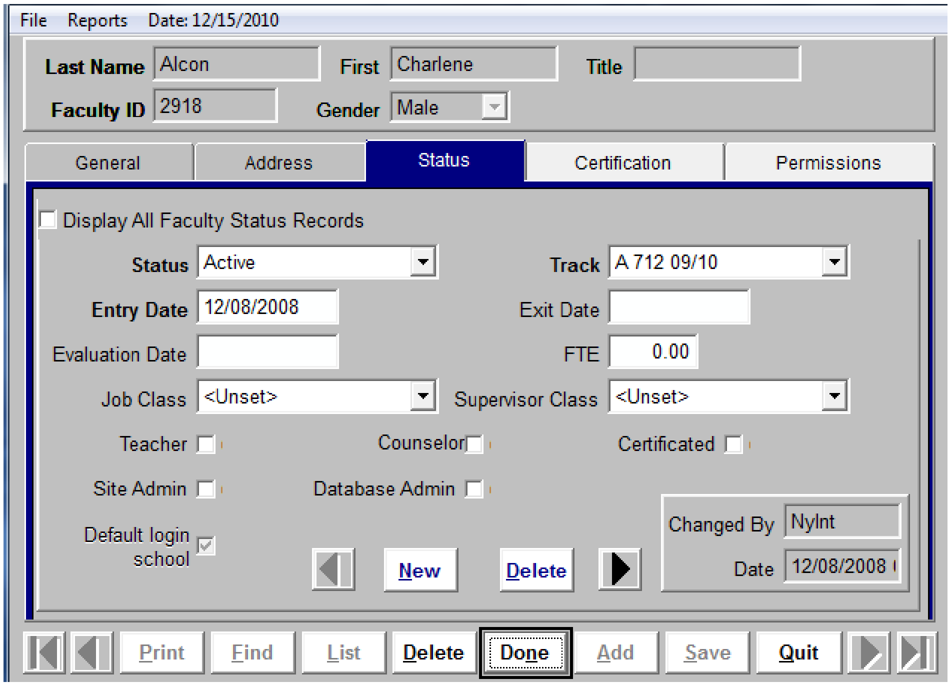
Status Tab – Status Records



The **Status** tab is where you allow a faculty member to access a school track calendar year or you can add several school tracks to a teacher or users who need access to multiple schools in a district. If you are a charter, most likely the users will only have access to one track calendar year and that will be the current track calendar year. System Administrators need to have Track 000.

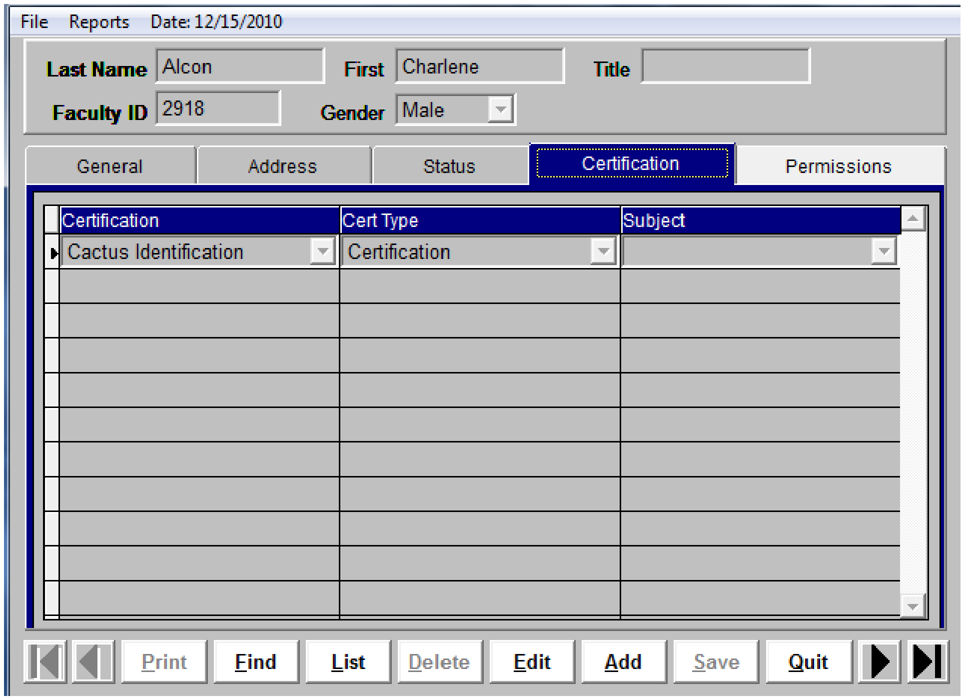
If you need to allow the faculty member to see other school tracks, follow these steps:

- Highlight an existing row and press **Edit** to see the following:

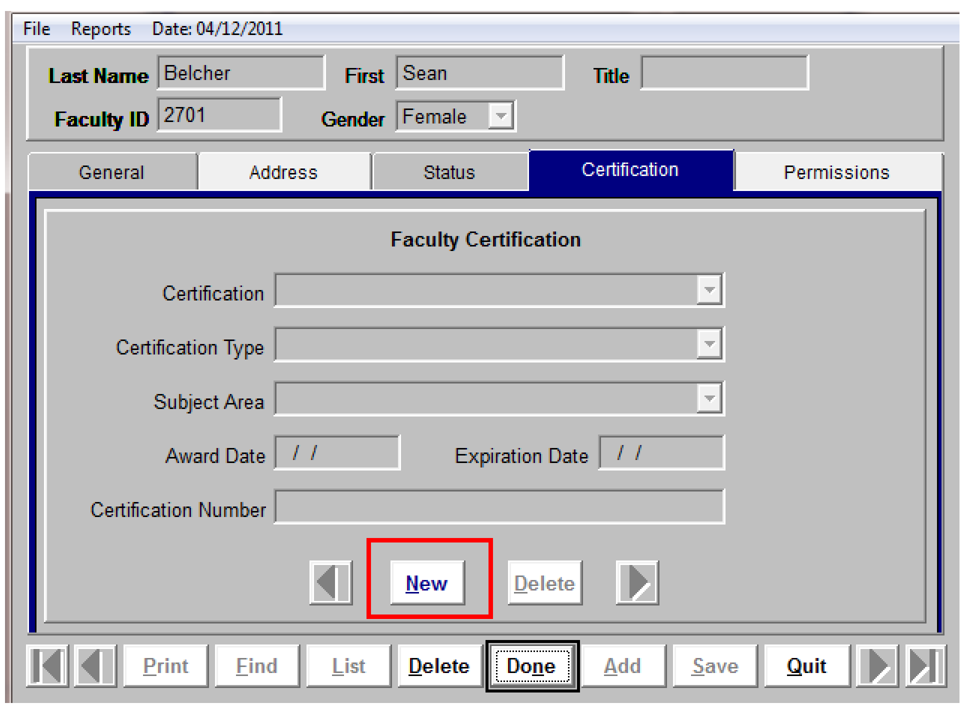


- Press **New**.
- From the **Track** drop-down, select the school track you would like to add to the status.
- Enter an **Entry Date**. This is typically the first day of employment or when the user needs access.
- Checkmark any appropriate choices.
- Press **Save**.

Certification tab – Teacher Cactus Number



Certification data is information on a faculty member's professional credentials – Teacher State Cactus Number. To add the certification data for a faculty member, while on the Certification screen, press **Edit.** The following will display.

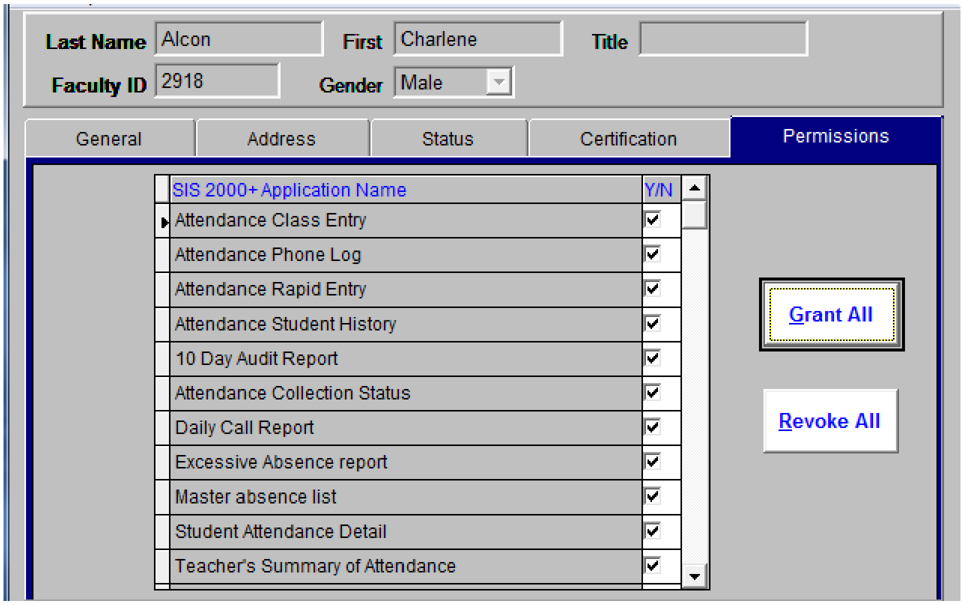


Press **New** which will put the screen in Edit mode. Enter data in the fields as described below.

- **Certification** – from the drop-down, choose "Cactus Identification".
- **Certification Type** – from the drop-down, choose "Certification".
- **Certification Number** – enter the teacher's Cactus state assigned number.

All three of these fields need to have data in them or you will get UTREx Clearinghouse errors.

Permissions tab



The **Permissions** module is where you will give permission for a user to access features in ASPIRE SOFTWARE FoxPro Client. If a user will only be using ASPIRE SOFTWARE on the Web (such as teachers), you don't need to select any permissions here. This would just be office personnel – secretary, counselors, etc. Teacher permissions will be added on the ASPIRE SOFTWARE web.

NOTE: If the faculty member was granted System Administrator status on the General tab, then that faculty member automatically has access to **all** ASPIRE SOFTWARE FoxPro Client applications and functions but web permissions will still need to be added on the web side of ASPIRE SOFTWARE. In such a case, the Permissions on this screen are not applicable.

- Checkmark each permission you would like a user to access.
  - The permissions in this screen only relate to FoxPro Client. Permissions for ASPIRE SOFTWARE on the Web are entered in Control Master when logged into the ASPIRE SOFTWARE website.
- Press **Save**.

Control Master Application

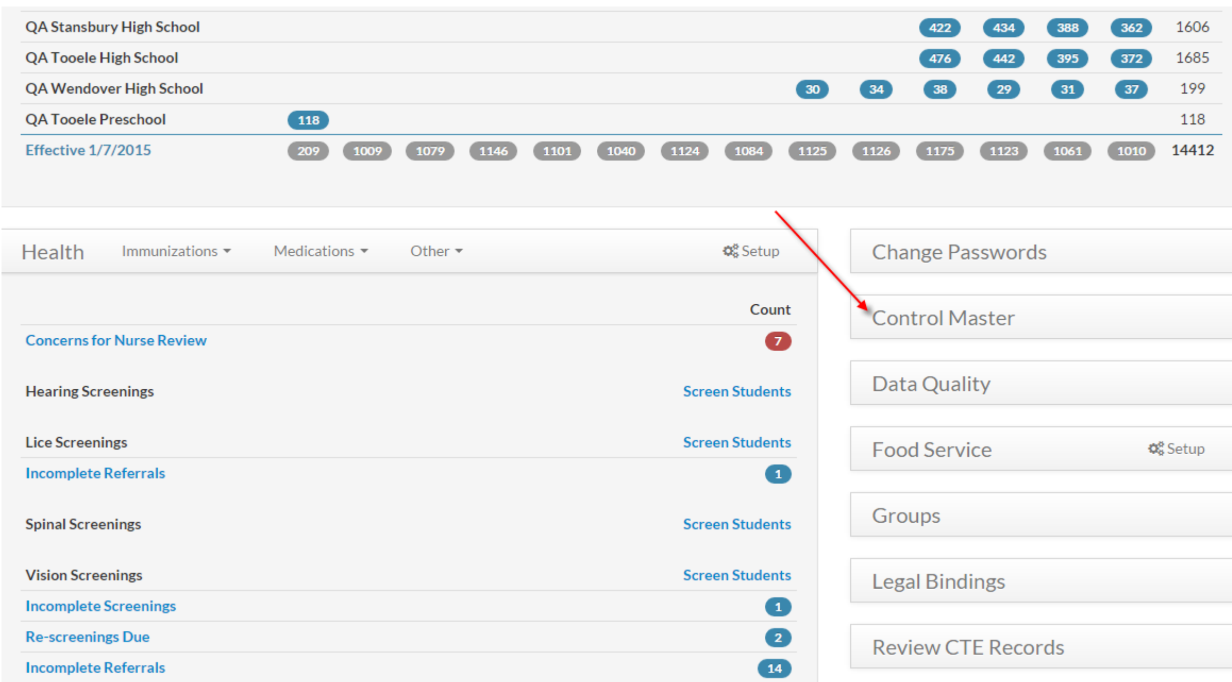
Control Master is found on Web ASPIRE SOFTWARE. Control Master is where you create groups and assign permissions to those groups. This part of the tutorial will show you how to create groups for teachers.

Creating Groups

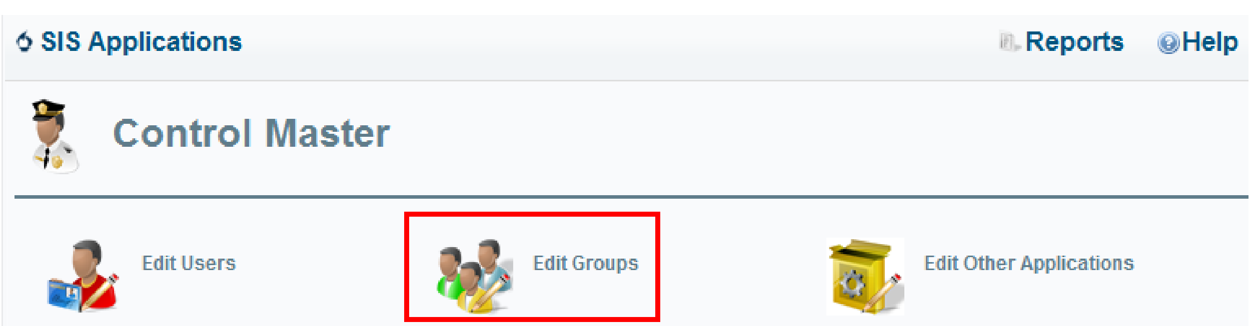
Log in to Web ASPIRE SOFTWARE, using the login that the Aspire specialist gave you.

Once you're logged in, select the following:

Find the tile for Control Master

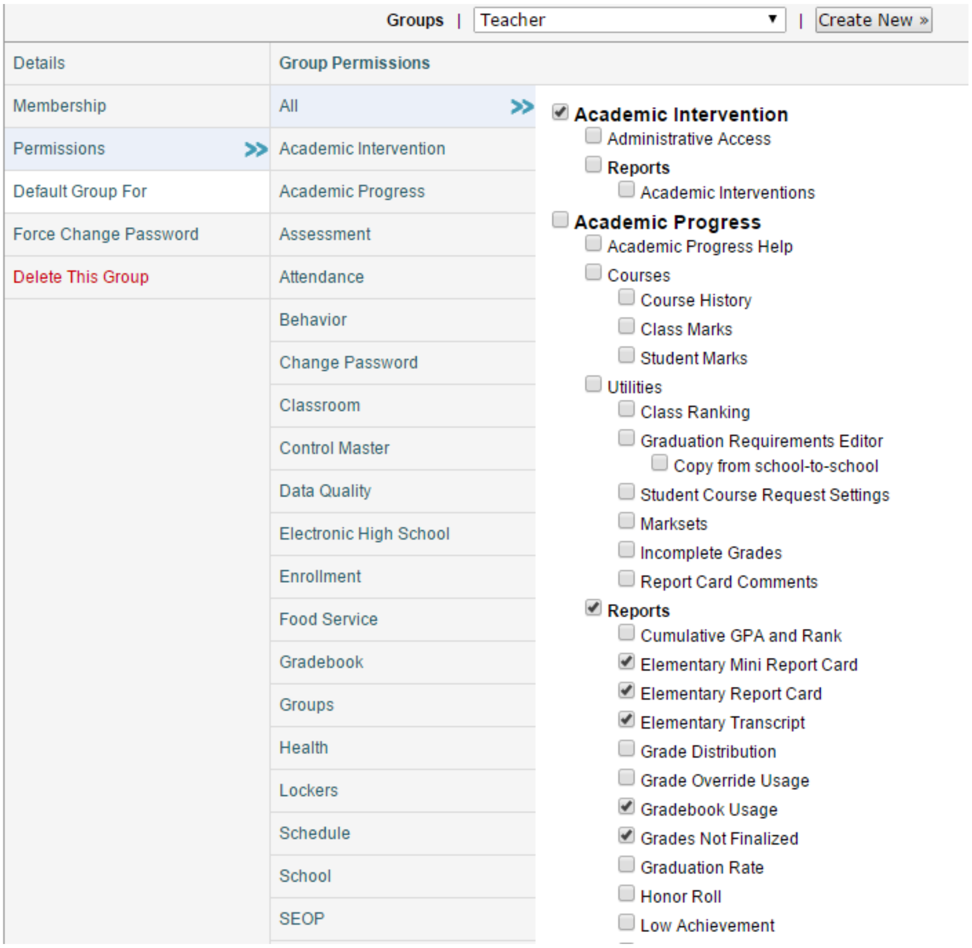


When you click on Control Master, you'll see the following:



Select the correct group to add the faculty member in. Select Permissions.

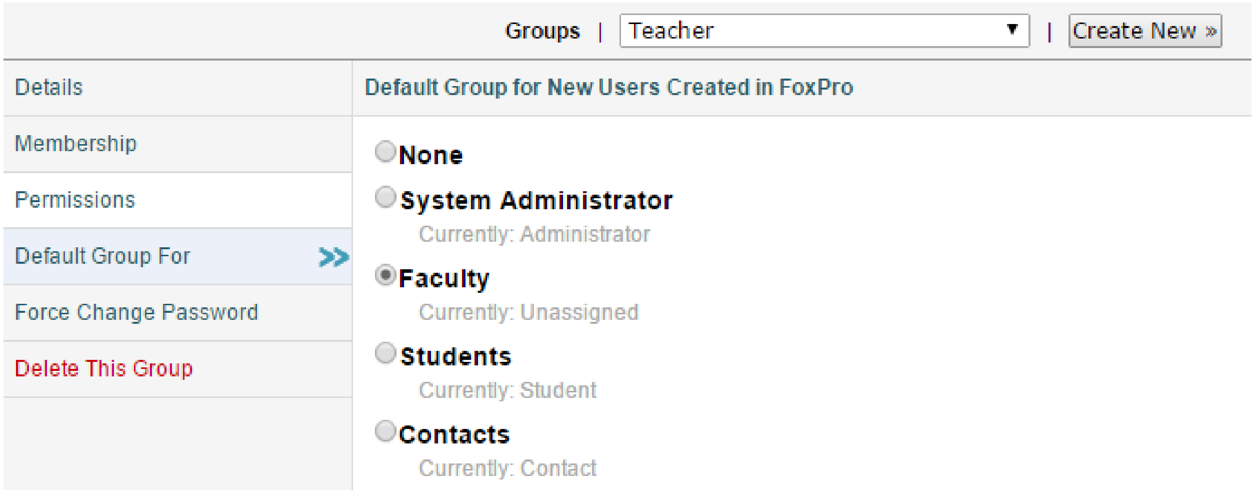
Permissions – clicking on Permissions will display a screen like the following:



This screen allows you to assign the permissions to the specified group. Each group is set up differently, based on the needs of their job responsibilities, which will be determined by the District Office or Principal. Permissions can be changed at any time.

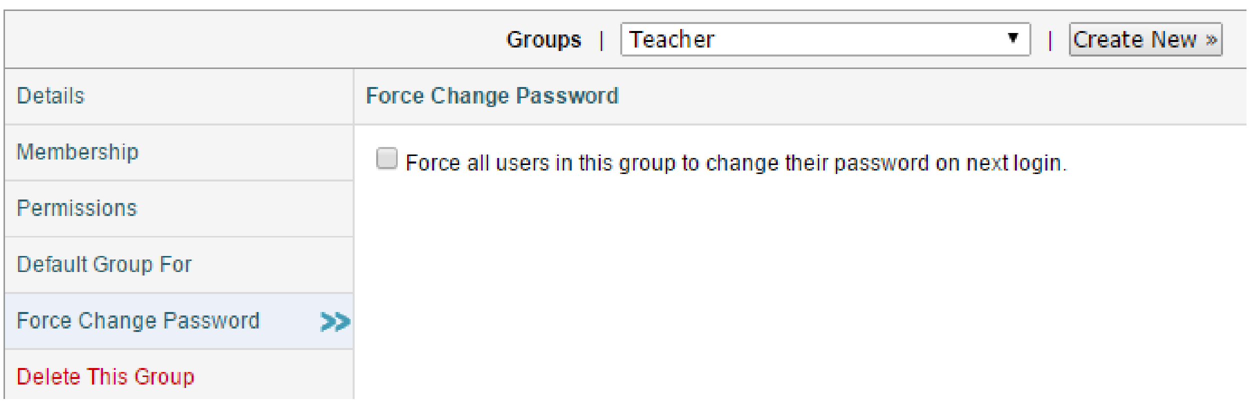
Go through the list of permissions and assign the teachers group the appropriate permissions and then press **Save**.

Default Group For – click on Default Group For to see the following:



This screen tells the system which Web group certain types of people will default to. Typically, for the Teacher group, you would select "Faculty". That way, whenever you create a new faculty member in FoxPro Client, that person will automatically be assigned to the Teacher group on Web ASPIRE SOFTWARE.

Force Change Password – clicking on this will display the following:



Placing a checkmark in the box will force all users in the selected group to change their passwords the next time they log in. That is useful if you were to assign a default password to everyone and you wanted them to create their own unique password on first login.